

Catering Guidance Adult Care



Kentucky Child and Adult Care Food Program

Division of School and Community Nutrition
Child and Adult Care Food Program
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Frankfort, KY 40601
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Web site: <http://education.ky.gov/federal/SCN/Pages/Child-and-Adult-Care-Food-Program.aspx>

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This institution is an equal opportunity provider.

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Catering Options

The Institutions or Facility must decide if Child and Adult Care Food Program (CACFP) meals will be prepared onsite by program staff or if meals will be catered. The method of meal service will depend upon such factors as the type of menu desired, the availability of registered caterers, and the availability of food service equipment, space and personnel, budget and whether an Institution or Facility is able to prepare food onsite.

Below are the three types of **catering** options available:

- I) **Purchasing meals from a caterer registered with the KY CACFP using an informal or formal competitive procurement procedure depending on the Institution's or Facility's annual monetary threshold for meal service. The KY CACFP Standard Catering contract must be used when procuring catered meal service.**

Note: *Registration* means the caterer has registered with the KY CACFP and demonstrated it is properly licensed in the State of Kentucky to provide catering services. The KY CACFP is only authorized to reimburse Institutions that receive catered services from a caterer properly registered with the KY CACFP. The Division of School and Community Nutrition Child and Adult Care Food Program does not endorse nor approve any specific catering entity. The KY CACFP Registered Caterer List may be downloaded from our website at <http://education.ky.gov/federal/SCN/Pages/Child-and-Adult-Care-Food-Program.aspx>

- II) **Purchasing meals from a Public School District:**

A competitive procurement procedure is not required; however the Institution or Facility must have a written agreement with the Public School District that includes the unit meal price, school district menu, time period of the meal service agreement, and basic Child and Adult Care Food Program requirement information. The agreement for this type of meal service is available on the KY CACFP website at <http://education.ky.gov/federal/SCN/Pages/Child-and-Adult-Care-Food-Program.aspx>

- a. Arrangements must be made to secure catered meal service when the local school district is not in session using the applicable competitive procedure.
- b. School District menus are subject to approval by the KY CACFP for compliance with USDA CACFP meal pattern requirements.

- III) **Purchasing meals from another approved Child and Adult Care Food Program Institution or Facility:**

A competitive procurement procedure **is** required first by using the registered caterers list. If the competitive procurement procedure is unsuccessful, the Institution or Facility may have a written agreement with another approved Child and Adult Care Food Program Institution or Facility that plans to cater the meals. Documentation of competitive procurement must be provided to the State Agency prior to approval of contracting with another childcare that participates in CACFP. The meal service agreement must include the unit meal price, approved center menu, time period to be covered by the meal service agreement, and basic Child and Adult Care Food Program requirement information. The agreement for this type of meal service is available on the KY CACFP website at <http://education.ky.gov/federal/SCN/Pages/Child-and-Adult-Care-Food-Program.aspx>

NOTE: Receiving Meals from an Affiliated Central Kitchen:

Some organizations own or are affiliated with multiple centers with one center having the kitchen capacity to cook meals for one or more additional affiliated centers. The site receiving meals from another affiliated site is referred to as receiving meals from a central kitchen. Though the site is receiving "catered" meals, it is not considered competitive procurement and no formal agreement is required as both centers are "affiliated" or owned by the same owner.

This guidance booklet focuses on option one, purchasing meals from a registered caterer for obtaining catered meal service.

Monetary Threshold for the Standard Catering Contract

The monetary threshold used to determine utilization of informal or formal competitive procurement procedure is \$20,000, which is set by 7 CFR 3016.36; KRS 45A.100. The procurement determination is based on an Institution's or a Facility's total annual meal service costs.

Informal competitive procedure: Institutions or Facilities participating in the KY CACFP with a total annual meal service cost **below** \$20,000 must use the informal competitive procedure for securing catered meal service.

Formal competitive procedure: Institutions or Facilities with total annual meal service costs **at or above** \$20,000 must use the formal competitive procedure.

Catering Record Retention

The Institution or Facility shall maintain books and records pertaining to the KY CACFP Standard Catering Contract for a period of three years from the date of receipt of final payment under the contract, or in cases where an audit is requested by any agency of the State of Kentucky, law enforcement or the U.S. Department of Agriculture remains unresolved, until such time as the audit is resolved.

The books and records of both the Institution or Facility and the caterer relating to KY CACFP food service catering shall be available for inspection and audit, upon presentation of appropriate photo identification, by employees of the KY CACFP; U.S. Department of Agriculture; Kentucky Department of Law Enforcement; Kentucky Office of Inspector General.

The following records must be retained by the Institution:

- a. Documents to support award of catering contract;
- b. The contract and all addendums or changes;
- c. Delivery records and meal change form confirmations;
- d. Invoices and proof of payments to caterer;
- e. All other documentation/records as required by KY CACFP to support meals claimed.

Catering contracts and all supporting documentation must be on site and readily available for monitoring and review purposes.

Catering Contract Quote or Bid Acceptance Approval

The following instances below require State Agency approval and the Institution or Facility must submit a copy of the following to the KY CACFP by scan and email to cacfpatering@education.ky.gov; or fax (502-564-5519); or mail to Division of School and Community Nutrition, 23rd Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601.

1. According to Federal Regulation 226.21 (a)(7), all initial contracts at or above \$50,000.00:

- Name of center, contact, phone number, and email.
- Bid advertisement form submitted to newspaper.
- Completed bid opening log sheet.
- Completed evaluation checklist for selected caterer.
- Any state approved amendments/addendums included in bid packet.
- State approved menu included in bid packet.
- Meal Services to be Provided (Completed Attachment 5) included in bid packet.
- Delivery Schedule, (Completed Attachment 6) included in bid packet
- Completed Price Schedule (Attachment 7) from selected caterer.
- Attachments 8 and 9, Completed Conflict of Interest Questionnaires
- If applicable, written justification for request to approve a higher bid.

After receipt and review of the required documents, the State Agency will evaluate the proposed contract(s). If additional information or justification is required, the State Agency must request and receive that added information before a request for approval will be considered complete and ready for review. The Institution or Facility will be contacted by email with a scanned copy of bid notifying it of either approval or denial of reimbursement for catered meals provided under the proposed contract. The State Agency shall provide its decision by email within 10 working days after a completed request for review is received from the Institution or Facility.

Note: Initial KY CACFP Standard Catering Contracts with registered caterers totaling \$50,000 or more must be approved by the KY CACFP before the Institution or Facility signs the contract. The KY CACFP approval of these contracts is required before any CACFP reimbursement for associated catered meals may be claimed or paid. Any claims based upon catering agreements not so approved shall not be approved for payment.

2. Selection of caterer that did not submit the lowest quote or bid:

- Completed Price Schedule (Attachment 7) from each caterer that submitted a quote.
- Name of caterer selected, along with written justification for request of approval of higher quote.

After receipt and review of the required documents, the State Agency will evaluate the proposed contract(s). If additional information or justification is required, the State Agency must request and receive that added information before a request for approval will be considered complete and ready for review. The Institution or Facility will be contacted by email with a scanned copy of bid notifying it of either approval or denial of reimbursement for catered meals provided under the proposed contract. The State Agency shall provide its decision by email within 10 working days after a completed request for review is received from the Institution or Facility.

3. Use of menus other than the KY CACFP suggested menus:

- Submit menus for approval that will be used in the quote and/or bid process prior to starting the competitive procedure.

Informal Competitive Procedure for Catered Meal Service

STEP ONE

Obtain Price Quotes for Catered Meals

The Institutions or Facilities with total annual meal service costs below \$20,000 must prepare bid specifications and obtain quotes from at **least three** registered caterers; ensure the quotes include the unit price for each meal type; and award a single contract to the responsive, responsible caterer offering the lowest grand total price. Awarding a contract to a caterer with a higher bid price requires prior approval from the State Agency and written justification must be submitted.

- A. Complete top portion and columns 1 and 2 of attachment 7, Price Schedule, in the Guidance Manual. **NOTE: If the center chooses not to select from the State Agency's suggested menus, the cycle menu to be used and which the quote will be based on, must be submitted and approved by State Agency before obtaining quotes.**
1. Column 1 is the estimated number of meals you plan to serve each day.
 2. Column 2 is the estimated number of days in a year your Institution or Facility will be open for business, so consider any weekend days and holidays that your Institution or Facility will be closed (please note: there are only 365 days in a year!). You should average if you are a Sponsoring Organization of Facilities with different serving days per year and using the same menu for all sites.
Note 1: The estimated number of school age children needs to be considered when estimating the 6-12 year old meal types(s) for the number of meals per day and number of days per year.
Note 2: A "boxed lunch" meal type has been included for those centers in need of this type of meal for field trips.
- B. Using the KY CACFP Registered Caterers List, select at least three caterers that provide services to the county (ies) in which your center(s) is located. **Note: If there are fewer than three caterers on the registered list that service your county, then you are only required to select the number available.**
- C. The Institution or Facility must complete Attachment 5, Meal Services to be Provided.
- D. The Institution or Facility must complete Attachment 6, Delivery Schedule. (If more than one Facility location, selected caterers will need delivery schedule for all locations when providing price quotes.)
- E. Call, then fax or mail (certified receipt recommended) the following items containing the same information to all potential caterers :
- ☐ Request for price quotes (example on following page); the only portion that may be modified is the type of meals requested;
 - ☐ Include all pages of the KY CACFP Standard Catering Contract with 1st Party information and the Expiration Year on page 4 completed; instruct the caterer to complete the 2nd party information on page 4 and sign as the 2nd Party on page 19, the signature page.
 - ☐ Attachment 1- Meal Pattern and Additional Food Components;
 - ☐ Attachment 2- Approved Cycle Menu (see attachment pages v, xviii-xxviii);
 - ☐ Attachment 3- Exhibit A/Grain Requirements;
 - ☐ Attachment 4- Boxed Lunch Menu, if applicable;
 - ☐ Attachment 5 – Meal Services to be Provided (completed with Institution or Facility information);
 - ☐ Attachment 6- Delivery Schedule (completed with Institution or Facility information);
 - ☐ Attachment 7-Price Schedule with columns 1 and 2 completed by the Institution or Facility; Request caterers to complete columns 3, 4, and 5 of the Price Schedule.
 - ☐ Attachment 8- Caterer Conflict of Interest Questionnaire.

Informal Competitive Procedure for Catered Meal Service

Request for Price Quotes

Request for Price Quotes for Child and Adult Care Food Program Meal Service

_____, located
Name of Center

in _____ County Kentucky is requesting price quotes for meals
County Name

(hot lunches; breakfasts; snacks; hot suppers) as indicated from the attached Price Schedule, Catered Cycle Menu, Meal Services to be Provided, Delivery Schedule.

Please complete Columns 3, 4 and 5 of the Price Schedule and the Caterer Conflict of Interest Questionnaire and then sign and date and return these items

to the address below by _____. Price Schedule can be faxed or
Date
mailed to the following:

FAX:

INSTITUTION NAME:

ADDRESS:

Informal Competitive Procedure for Catered Meal Service

STEP TWO

Determine Lowest Price Quote

- A. After quotes have been returned, the Institution or Facility must determine the responsiveness of each quote received and select the caterer.
- B. Responsiveness is determined by reviewing the information submitted by the caterer to ensure all information is complete and all documents are signed.
- C. The Institution or Facility must accept the lowest grand total quote. **(Refer to page 6 if selecting higher quote)**
- D. The Institution or Facility must submit to the State Agency the:
 - completed Price Schedules (Attachment 7) from all caterers that submitted a quote;
 - completed Meal Services to be Provided (Attachment 5);
 - completed Delivery Schedule (Attachment 6);
 - completed Caterer Conflict of Interest Questionnaire (Attachment 8);
 - completed Institution Conflict of Interest Questionnaire (Attachment 9);
 - the menu used in obtaining the quotes; and
 - full legal name of caterer selected for award.

You should submit the documents one of the following ways:

- Email to cacfpatering@education.ky.gov;
- Fax to 502-564-5519;
- Mail to Division of School and Community Nutrition
23rd Floor, Capital Plaza Tower
500 Mero Street,
Frankfort, KY 40601

Remainder of page intentionally left blank.

Informal Competitive Procedure for Catered Meal Service

STEP THREE

Prepare and Sign KY CACFP Standard Catering Contract

Once a caterer has been selected, the Institution or Facility is responsible for preparing the CACFP Standard Catering Contract. The contract must incorporate all required forms/attachments that were submitted by the caterer in response to the Request for Quote.

Before meeting with selected caterer the **Institution or Facility** must complete and include the following pages of the KY CACFP Standard Catering Contract:

- A.** Complete 1st and 2nd Party information along with the Expiration Year(contract time period is 1 Fiscal Year, October 1 thru September 30) on 4th page of KY CACFP Standard Catering Contract.
- B.** Insert all attachments that were originally submitted to the caterer in the Request for Quote:
 - ☐ Attachment 1- Meal Pattern and Additional Food Components;
 - ☐ Attachment 2- Approved Cycle Menu;
 - ☐ Attachment 3- Exhibit A/Grain Requirements;
 - ☐ Attachment 4- Boxed Lunch Menu, if applicable;
 - ☐ Attachment 5 – Meal Services to be Provided (completed with Institution or Facility information);
 - ☐ Attachment 6- Delivery Schedule (completed with Institution or Facility information);
 - ☐ Attachment 7-Price Schedule (completed by the Institution or Facility and the caterer);
 - ☐ Attachment 8- Completed Caterer Conflict of Interest Questionnaire.

In addition to the above attachments, insert the following:

- ☐ Attachment 9- Completed Institution or Facility Conflict of Interest Questionnaire.

- C.** Contact Selected Caterer and Execute Contract. It is recommended that this be completed by scheduling a face-to-face meeting with the caterer and Institution and/or Facility.

1. Both Parties must review all pages of the contract.
2. Caterer must sign the contract (page 19) as the 2nd Party.
3. Institution or Facility must sign the contract (page 19) as the 1st party.
4. The Institution or Facility must provide a copy of the signed contract to the caterer and maintain the original on file.

*****IMPORTANT*****

No amendments to the contract shall be made by the Institution or the caterer without prior written consent of the State Agency.

Note: Attachments 11 and 12 are not required for the Informal Competitive Procedure.

Informal Procedure Checklist

The checklist below is provided for the Institution or Facility to review each of the steps for accuracy and completeness when following the informal procedure for obtaining catered meal service.

Obtained Price Quotes for Catered Meals (Step One)

- ☐ Selected and obtained State Agency approval of cycle menu if necessary.
- ☐ Identified potential caterers from the registered caterers list.
- ☐ Completed Attachment 5, Meal Services to be Provided.
- ☐ Completed Attachment 6, Delivery Schedule.
- ☐ Completed top portion and columns 1 & 2 of Attachment 7, Price Schedule.
- ☐ Called, then faxed or mailed to selected caterers a copy of the:
 - Request for Price Quotes;
 - Entire Standard Catering Contract
 - Attachment 1- Meal Pattern and Additional Food Components;
 - Attachment 2- Approved Cycle Menu;
 - Attachment 3- Exhibit A/Grain Requirements;
 - Attachment 4- Boxed Lunch Menu, if applicable;
 - Attachment 5–Meal Services to be Provided (completed with Institution or Facility information);
 - Attachment 6- Delivery Schedule (completed with Institution or Facility information);
 - Attachment 7- Price Schedule with columns 1 and 2 completed by the Institution or Facility; Request caterers to complete columns 3, 4, and 5 of the Price Schedule;
 - Attachment 8- Caterer Conflict of Interest Questionnaire.

Determined Lowest Price Quote (Step Two)

- ☐ Determined responsiveness of price quotes from caterers.
- ☐ Selected actual lowest grand total price quote.
- ☐ Submitted to the State Agency the: approved menu; full legal name of selected caterer and the completed Price Schedules /Attachment 7 from all caterers that submitted a responsive quote; completed Attachments 5,6, 8 and 9.
- ☐ If applicable, written justification for selecting higher quote was sent to the State Agency for approval.

Prepared and Signed KY CACFP Standard Catering Contract (Step Three)

- ☐ Completed 1st and 2nd Party information along with the Expiration Year on 1st page of additional KY CACFP Standard Catering Contract.
- ☐ Inserted the following in the contract:
 - Attachment 1- Meal Pattern and Additional Food Components;
 - Attachment 2- Approved Cycle Menu;
 - Attachment 3- Exhibit A/Grain Requirements;
 - Attachment 4- Boxed Lunch Menu, if applicable;
 - Attachment 5 – Meal Services to be Provided (completed with Institution or Facility information);
 - Attachment 6- Delivery Schedule (completed with Institution or Facility information);
 - Attachment 7-Price Schedule (completed by the Institution or Facility and the caterer);
 - Attachment 8- Completed Caterer Conflict of Interest Questionnaire.
 - Attachment 9- Completed Institution or Facility Conflict of Interest Questionnaire.
- ☐ Contacted selected caterer and executed contract.
- ☐ Both Parties reviewed the contract and its' attachments in its' entirety;
- ☐ Caterer signed both contracts as second party and Institution signed both contracts as first party;
- ☐ Provided an original, completed and signed contract to the caterer and kept an original contract on-site for future CACFP monitoring reviews.

FORMAL COMPETITIVE BID PROCEDURE

Formal Competitive Procedure for Catered Meal Service

Step One

Advertise

Institutions or Facilities with estimated annual total meal service costs at or above \$20,000 must advertise an invitation to bid (written solicitation) for competitive sealed bids. This formal solicitation must be publicly announced at least once and at least fourteen (14) calendar days before the bid opening. The advertisement **must** include the date, time and place of the bid opening. The formal solicitation **must also be submitted** via fax, email or mail **to the State Agency** at least fourteen (14) calendar days before bid opening. **The invitation to bid must be publicly advertised in a newspaper of general circulation.**

A copy of the advertisement from the publication must be kept on file for documentation.

Below is an **example** of the formal advertisement. Institutions or Facilities must have at a minimum the information listed in the example.

ADVERTISEMENT FOR BIDS

Bids will be accepted for catering service for the _____,
Name of Center
a child care center located in _____ County, Kentucky, to provide
_____ meals(hot lunches/suppers, breakfasts & snacks).
Amount

Caterers must be registered with the Kentucky Department of Education, Division of School and Community Nutrition, prior to submitting bids. Call (502) 564-5625 for more information.

Bid packets and specifications may be obtained at the center located at _____

and/or call _____. Bids will be opened at the above
address on _____ at _____
Date Time (A.M. or P.M.)

Formal Competitive Procedure for Catered Meal Service

Step Two

Prepare KY CACFP Standard Catering Contract Bid Packets

The Institution or Facility must prepare KY CACFP Standard Catering Contract bid packets for registered caterers to pick-up or to be mailed per caterer request. Bid packets must be prepared by the Institution or Facility prior to pick up by caterers. The Institution or Facility must prepare enough bid packets for the number of caterers registered that service the county in which the center in need is located, in addition to retaining at least one copy of the bid packet on file. The Institution or Facility must keep a list of all caterers receiving a bid packet. All bid packets must contain the same information. The bid packets must include all pages of the KY CACFP Standard Catering Contract and Attachments. Information required to be completed by the Institution or Facility (**except for signatures**) may be completed once and then copied. **All signatures must be originals.** Please use blue ink. **NOTE: If the center chooses not to select from the State Agency's suggested menus, the cycle menu to be used and which the bid will be based on, must be submitted to and approved by the State Agency before preparing bid packets.**

A. Prepare the bid packets

1. Include all pages of the KY CACFP Standard Catering Contract with 1st Party information and the Expiration Year on page 4 completed and instruct the caterer to complete the 2nd party information on page 4 and sign as the 2nd Party on page 19, the signature page.
2. Insert the following attachments:
 - ☐ Attachment 1- CACFP Meal Pattern;
 - ☐ Attachment 2- Approved Cycle Menu;
 - ☐ Attachment 3- Exhibit A/Grain Requirements;
 - ☐ Attachment 4- CACFP Boxed Lunch Menus;
 - ☐ Attachment 8- Caterer Conflict of Interest Questionnaire;
 - ☐ Attachment 10- Catered Meal Order Change Form.
3. Complete and then insert the following attachments:
 - ☐ Attachment 5- Meal Services to be Provided;
 - ☐ Attachment 6- Delivery Schedule;
 - ☐ Attachment 7- Price Schedule with Institution or Facility name, CNIPS ID and menu selected completed and columns 1 and 2 completed. Column 2 is the estimated number of days in a year your Institution or Facility will be open for business, so consider any closings for weekend days and holidays and remember there are only 365 days in a year.

Note 1: The estimated number of school age children needs to be considered when estimating the 6-12 year old meal type(s) for the number of meals per day and number of days per year.

Note 2: A "boxed lunch" meal type is included for those centers in need of this type of meal for field trips.
 - ☐ Attachment 11- Bidder Acknowledgement Form; Institution or Facility portion complete;
 - ☐ Attachment 12- Certificate of Independent Price Determination; Top line-Name of Institution or Facility. **Institution or Facility does not sign at this time.**
4. Seal the Prepared Bid Packet.

Formal Competitive Procedure for Catered Meal Service

Step Three

Sealed Bid Packets and Bid Opening

IMPORTANT

Sealed bid packets received from caterers before the bid opening must be securely kept, unopened with the date and time received recorded (written or stamped) on the outside of the sealed envelopes. No amendments to the bid shall be made by the Institution or Facility or the caterer. The Institution or Facility or caterer is not allowed to change any part of a sealed bid packet once the caterer has submitted it to the Institution or Facility. Bids must not be altered in any way after the bid opening.

- The Institution or Facility must publicly open, read, and record all bids received at the location, date and time stated in the formal advertisement. **No bids shall be accepted for consideration after this date and time.** The Institution or Facility will open each bid packet, read aloud the name of the caterer and record the information on the form below. **No award will be made at this time.** There must be no discussion of bids between the Institution or Facility and the caterer during the bid opening. Questions from caterers regarding the bid must be submitted in writing to the Institution or Facility.

Bid Opening Log for: _____ <div style="text-align: center; margin-left: 350px;">Name of Institution or Facility</div>	
Date of Bid Opening: _____	
Time of Bid Opening: _____	
Signature of Authorized Institution/Facility Representative(s): _____	
Name of Caterer:	Grand Total Price (From Attachment 7, Price Schedule)

Formal Competitive Procedure for Catered Meal Service

Step Four

Bid Evaluation and Award

- A. The Institution or Facility must evaluate the responsiveness of each bid received based on the checklist below. A responsive bid is from a caterer on the KY CACFP registered caterer list and meets all of the criteria listed below. The Institution or Facility has up to 72 hours to determine the responsiveness of bids after the bid opening. The awarding of the bid shall be made to a single responsive, responsible bidder on the basis of the lowest grand total price submitted. After the bid has been awarded, all bids submitted are considered public information and may be viewed by appointment.

Make copies of the checklist below and complete for each caterer that submitted a bid.

Name of Institution or Facility: _____

CNIPS ID Number: _____

Date and Time of Bid Opening: _____

Evaluation Checklist for Caterer Responsiveness		
Name of Caterer:	Yes	No
1. Caterer is registered with the Kentucky Child and Adult Care Food Program and is included on the Registered Caterer List for CACFP. <i>(Registration means the caterer has submitted required documentation to state agency to provide meals to participating Institutions in the CACFP.)</i>		
2. Caterer submitted sealed bid on time.		
3. Caterer signed as the 2 nd Party on the signature page of contract as a legally binding offer (page 19).		
4. Caterer accurately completed and signed Attachment 7- Price Schedule.		
5. Caterer completed and signed Attachment 8- Caterer Conflict of Interest Questionnaire.		
6. Caterer completed and signed Attachment 11- Bidder Acknowledgement Form.		
7. Caterer completed and signed Attachment 12- Certificate of Independent Price Determination.		
8. Caterer provided one copy of each of the above mandatory attachments in the sealed bid.		

All items must be checked “Yes” in order for the caterer’s bid to be considered responsive.

Formal Competitive Procedure for Catered Meal Service

Step Four (continued): Bid Evaluation and Award

- B. Select the caterer with the lowest grand total bid.
- C. Submit copies of the items listed under Section One on **page 6, Catering Contract Bid Acceptance Approval**, to the State Agency from all caterers that submitted a responsive bid. The State Agency will only review these and keep on file unless needed for approval purposes with contracts totaling \$50,000 or more or in cases where the lowest bid was not selected.
- D. Specify to State Agency name of caterer chosen. If the Institution or Facility selects a caterer with a higher grand total quote, written justification must be sent to the Agency for approval.

NOTE: Remember, all initial Standard Catering Contracts totaling \$50,000 or more must be approved by the KY CACFP for purposes of obtaining reimbursement for meals delivered under the contract before the Institution or Facility signs (executes) the contract (see Catering Contract Bid Acceptance Approval, page 6).

Remainder of page intentionally left blank.

Formal Competitive Procedure for Catered Meal Service

Step Five

Prepare and Sign KY CACFP Standard Catering Contract

Once a caterer has been selected, the Institution or Facility is responsible for preparing the KY CACFP Standard Catering Contract. The contract must incorporate all required forms/attachments that were submitted by the caterer in response to the invitation to bid.

Before meeting with selected caterer the **Institution or Facility** must complete and include the following pages of the KY CACFP Standard Catering Contract:

- A. Complete a second contract with 1st Party and 2nd Party information along with the Expiration Year on 4th page of KY CACFP Standard Catering Contract and also include the contract that was signed and submitted by the caterer in the sealed bid packet. This is so both parties will receive a contract with original signatures.
 - B. Insert all attachments that were originally included in the bid packet:
 - ☐ Attachment 1- Meal Pattern and Additional Food Components;
 - ☐ Attachment 2- Approved Cycle Menu;
 - ☐ Attachment 3- Exhibit A/Grain Requirements;
 - ☐ Attachment 4- Boxed Lunch Menu, if applicable;
 - ☐ Attachment 5 – Meal Services to be Provided (completed with Institution or Facility information);
 - ☐ Attachment 6- Delivery Schedule (completed with Institution or Facility information);
 - C. Insert all attachments that were completed and submitted by the caterer in the sealed bid packet:
 - ☐ Attachment 7-Price Schedule
 - ☐ Attachment 8- Completed Caterer Conflict of Interest Questionnaire.
 - ☐ Attachment 11- Bidder Acknowledgement Form;
 - ☐ Attachment 12- Certificate of Independent Price Determination;In addition to the above attachments, insert the following:
 - ☐ Attachment 9- Completed Institution or Facility Conflict of Interest Questionnaire.
 - D. Contact Selected Caterer and Execute Contract. It is recommended that this be completed by scheduling a face-to-face meeting with the caterer and Institution and/or Facility.
1. Both Parties must review all pages of the contract.
 2. Caterer must sign both copies of the contract as the 2nd Party.
 3. Institution or Facility must sign both copies of the contract as the 1st party.
 4. The Institution or Facility and the caterer will each receive a copy of the contract containing original signatures.

*****IMPORTANT*****

No amendments to the contract shall be made by the Institution or the caterer without prior

Formal Competitive Procedure for Catered Meal Service

Noncompetitive Negotiation

Noncompetitive Negotiation is only allowed when the formal bid procedure has been unsuccessful in obtaining a food service contract in a competitive manner. Below are examples that would allow noncompetitive negotiation.

- No response to bid
- Single response

If you do not receive any responses from registered caterers by the designated date and time of bid opening, you will need to contact the caterer(s) that received a bid packet and discuss the reasons for no response. You can then negotiate the price and terms of the meal service with a registered caterer or re-bid.

If you only receive a single bid response, you may negotiate the price and terms of the meal service with the registered caterer or re-bid.

Remainder of page intentionally left blank.

Formal Procedure Checklist

The checklist below is provided for the Institution or facility to review each of the steps for accuracy and completeness when following the formal procedure for obtaining catered meal service.

Advertised (Step One)

- ☐ Advertised (in a newspaper of general circulation) at least one time, allowing 14 calendar days from date of appearance of advertisement to actual bid opening.
- ☐ Submitted the formal advertisement via fax, email or mail to the State Agency at least fourteen (14) calendar days before bid opening.
- ☐ Kept on file a copy of the advertisement from the publication, which includes the date, time, and place of the bid opening.

Prepared Bid Packets (Step Two)

- ☐ Selected and obtained State Agency approval of cycle menu if necessary.
- ☐ Included all pages of the KY CACFP Standard Catering Contract, with first and second party information completed.
- ☐ **Inserted Attachments:**
 - Attachment 1- CACFP Meal Pattern;
 - Attachment 2- Approved Cycle Menu;
 - Attachment 3- Exhibit A/Grain Requirements;
 - Attachment 4- CACFP Boxed Lunch Menus;
 - Attachment 8- Caterer Conflict of Interest Questionnaire;
 - Attachment 10- Catered Meal Order Change Form.
- ☐ **Completed and Inserted:**
 - ☐ Attachment 5, Meal Services to be Provided
 - ☐ Attachment 6, Delivery Schedule
 - ☐ Attachment 7, Price Schedule
 - ☐ Attachment 11, Bidder Acknowledgement Form
 - ☐ Attachment 12, Certificate of Independent Price Determination
 - ☐ Sealed Bid Packets

Held Bid Opening (Step Three)

- ☐ Securely kept and marked sealed bid packets received from caterers with date and time received.
- ☐ Publicly opened bids at advertised location, date, and time.
- ☐ Completed bid opening log.

Evaluate Bid (Step Four)

- ☐ Copied bid evaluation sheets equal to the number of bid packets received
- ☐ Reviewed bids within 72 hours and completed Evaluation Checklist for Caterer Responsiveness for each bid received.
- ☐ Chose the lowest grand total bid from the responsive bids; if not choosing the lowest grand total bid, written justification must be submitted to State Agency for approval.
- ☐ Submitted name of selected caterer and required documents to the State Agency (see Catering Contract Bid Acceptance Approval, page 6).
- ☐ Received approval from State Agency of bids totaling \$50,000 or more prior to signing (executing) contract with registered caterer.

Awarded Bid (Step Five)

- ☐ Completed 4th page of a second copy of KY CACFP Standard Catering Contract.
- ☐ Institution completed Attachment 9, Institution Conflict of Interest Questionnaire.
- ☐ Inserted into the contract all attachments contained in the original bid packet and sealed bid packets received from awarded caterer.
- ☐ Contacted selected caterer and executed contract.
- ☐ Both Parties must review all pages of the contract.
- ☐ Caterer must sign both copies of the contract as the 2nd Party.
- ☐ Institution or Facility must sign both copies of the contract as the 1st party.
- ☐ The Institution or Facility and the caterer will each receive a copy of the contract containing original signatures.

Changing Amount of Catered Meals Ordered

When making changes to the number of meals ordered under a catering contract, the Institution or Facility must complete the Catered Meal Order Change Form (Attachment 10) or one that is substantially similar.

The meal order change form must be faxed to the caterer by 5:00 p.m. two days prior to delivery.

The caterer will confirm the requested change(s) with a return fax to the Institution.

IMPORTANT: This form is to be used for changing the number of meals ordered only. Meal type must be based on the initial contract Price Schedule.

The Institution or Facility must inform the caterer of the following:

- Current total number of meals ordered per day by meal type;
- Total number of meals (per day by meal type) the Institution or Facility would like to change;
- Specify if the change is for specific time period (provide dates) or until further notice.

Changing Number of Delivery Site Locations

The Institution must delete or add Facilities at least seven calendar days prior to the required date of service. The Delivery Schedule (Attachment 6) or other written notice must be used to inform the caterer.

Remainder of page intentionally left blank.

Definitions

1. Bid means an offer to perform catering service in accordance with the specifications and conditions of the governing contract for a set, stated price.
2. Caterer means a person or business entity registered with the Agency that wishes to sell prepared meals, food related supplies and services to CACFP participating Institutions.
3. Center means a child care center, adult care center, at-risk after school care center, an emergency shelter, or an outside-school-hours care center.
4. Competitive sealed bid means a method of procurement whereby two or more sealed bids are publicly solicited and a firm fixed-price contract is awarded to the responsive, responsible bidder whose bid, conforming to all the material terms and conditions of the solicitation, is the lowest in price or a selected acceptable bid price based upon CACFP criteria.
5. Contract means a legally enforceable agreement duly executed by the authorized representative of the Institution or Facility and the caterer that calls for the provision of meals, supplies and services by the Caterer in accordance with all the conditions and specifications in the contract for a price to be paid by the Institution. The contract is solely between the Institution or Facility and the caterer. The KY CACFP is in no way liable as an active participant in or a party to the catering contract between the caterer and Institution or Facility.
6. Executed contract means a contract that has been signed and dated by both parties (authorized representatives of the Institution or Facility and caterer). In those instances where the quoted or bid price for service under the original contract equals or exceeds \$50,000, if such contract is intended to support claims for CACFP meal reimbursement, it may not be executed until it is approved by the Agency and must be so approved prior to the parties executing and commencing service under that contract for CACFP meal disbursements.
7. Facility means a sponsored child or adult care center.
8. Fixed-price contract means a contract in which the caterer is paid at a set or fixed rate per meal for a specific period of time.
9. Formal competitive procedure means a method of obtaining catered meal service by an advertised sealed bid process.
10. Informal competitive procedure means a method of obtaining catered meal service by requesting price quotations for meals.
11. Institution means a sponsoring organization, child or adult care center, at-risk afterschool care center, outside-school hours care center or emergency shelter which enters into an agreement with the Agency to assume final administrative and financial responsibility for Program operations.
12. Invitation to bid means a written solicitation for competitive sealed bids with the title, date and hour of the public bid opening. The written solicitation contains specifications and pertinent attachments that define the items or services needed and upon which basis the bidder shall be required to respond.
13. Noncompetitive negotiation means the procurement through solicitation of a proposal from only one or a very limited number of sources or after solicitation of a number of sources, competition is determined to be inadequate.
14. Quotation or quote means the formal statement of a price at which a prospective caterer is prepared to deliver specified services.
15. Responsive bidder means a caterer registered with the KY CACFP who has submitted a response to an Invitation to Bid for catering services.
16. Responsive potential caterer means a caterer registered with the KY CACFP who has submitted a response to a solicitation for a quote for catering services.

Catering Questions and Answers

Q1: Is a registered caterer required to provide a quote when asked?

A1: No. Caterers are not obligated to provide quotes. It may not be worth the caterer's time/money if the center is located far away from the caterer or only has a small number of participants.

Q2: Can a center provide self-prep meals and receive catered meals?

A2: Yes. For example, a center may wish to receive catered lunches and provide self-prep breakfasts and snacks. This would be indicated on Attachments 5 and 7. The Institution or Facility must have a current food service inspection at the appropriate level of foodservice (full or limited) in order to claim reimbursement for self-prep meals. Note, all meals must meet meal pattern requirements and meal receipts must be available for review.

Q3: Can a center located on a large complex receive meals from a central kitchen located across the parking lot?

A3: Yes, assuming the center is owned by the same organization that operates the kitchen. If not, they should procure catered meals competitively.

Q4: Can a CACFP center also be a registered caterer?

A4: No. Registered caterers are separate entities.

List of Attachments:

Incorporated and Adopted by Reference into the Terms and Conditions of This Contract:

- Attachment 1 – Child and Adult Care Food Program Meal Pattern and CACFP Meal Pattern Requirements for Children
- Attachment 2 – Institution's Chosen Cycle Menu
- Attachment 3 – Exhibit A – Grains/Breads Requirement for Child Care Food Program
- Attachment 4 – Child and Adult Care Food Program (CACFP) "Boxed Lunches" Menus
- Attachment 5 – Meal Services to be Provided
- Attachment 6 – Delivery Schedule
- Attachment 7 – Price Schedule
- Attachment 8 – Caterer Conflict of Interest Questionnaire
- Attachment 9 – Institution Conflict of Interest Questionnaire
- Attachment 10 – Catered Meal Order Change Form
- Attachment 11 – Bidder Acknowledgement Form
- Attachment 12 - Certificate of Independent Price Determination
- Attachment 13- Sample Delivery Receipt

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK

Attachment 1

Child and Adult Care Food Program Meal Pattern for Adults

Meal Requirements for Adults

BREAKFAST	Adult
Fluid milk	1 cup
Fruit or vegetable or juice	1/2 cup
Bread or grain ^①	2 slices (or 2 oz.)
or cold dry cereal	1 1/2 cups (or 2 oz.)
or cooked cereal	1 cup

SNACK	Adult
<i>Select two of four components:</i>	
Fluid milk	1 cup
Fruit or vegetable or juice ^②	1/2 cup
Meat or meat alternate	1 oz.
or yogurt	4 oz. (or 1/2 cup)
Bread or grain ^①	1 slice

① An equivalent serving of an acceptable bread product such as cornbread, biscuits, rolls, muffins, etc., made of enriched meal or flour or whole grain, or a serving of cooked enriched or whole grain rice or macaroni or pasta products.

② Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

③ For snack, juice may not be served when milk is served as the only other component.

④ For supper, milk does not have to be served.

LUNCH/SUPPER	Adult
Fluid milk ^④	1 cup
Meat or poultry or fish	2 oz.
or cheese	2 oz.
or cottage cheese	1/2 cup
or cheese food, spread	4 oz.
or yogurt	8 oz. (1 cup)
or egg	1
or cooked dry beans or peas	1/2 cup
or peanut butter, soy nut butter, nut or seed butter	4 T.
or peanuts, soy nuts, tree nuts, seeds, or an equivalent quantity of any combination of the above meat/meat alternates ^⑤	1 oz. = 50%
Fruits and/or vegetables (from 2 or more sources)	1 cup (total)
Bread or grain ^①	2 slices

EEO Statement: The following person has been designated to handle inquiries regarding the non-discrimination policies at the Kansas State Department of Education: KSDOE General Counsel, 120 SE 10th Ave, Topeka, KS 66612, 785.286.5204

Attachment 1 (Continued)

Kentucky Department of Education Additional Food Component Recommendations

The State Agency has adopted more stringent guidelines for the adult meal pattern. The meal pattern has been revised to more closely reflect the Dietary Guidelines for Americans. Adult day care sponsors must ensure quality meals are served to adults and that nutrition education is encouraged. When planning menus, the following requirements must be met:

Milk

- The fat content of milk for adults must be 1% or fat free (skim). A medical referral form must be on file for those requiring 2% or whole milk.

Vegetable or fruit or juice

- Vegetable or fruit juice must be full-strength, pasteurized and 100% juice. Unless orange or grapefruit juice, it must also be fortified with 100% or more of Vitamin C.
- Fresh, frozen or canned vegetables and/or fruits (whole) must be served at least twice a week on the breakfast menu and twice a week on the snack menu.
Please note: For those centers that claim two snacks and one meal instead of two meals and one snack, fresh, frozen or canned vegetables and/or fruits must be served at least twice a week at each snack time.
- Good Vitamin A sources must be served a minimum of three times a week and must come from vegetables and fruits.
- Good Vitamin C sources must be served daily and must come from vegetables and fruits or fruit juice.
- Less than 1/8 cup of vegetables and fruits may not be counted to meet the vegetable/fruit component.
- A fruit and vegetable or two vegetables must be served at lunch and/or supper.

Whole Grains

- Whole grains must be served at least once daily. To be considered a whole grain, the first grain ingredient must be whole grain, not enriched.
- Sweet grain/bread foods must be whole grain or made with enriched flour or meal and may be credited as a bread serving at breakfast and snack only. Prepackaged grain/bread products must have whole grains, enriched flour or meal as the first ingredient listed on the package.
- No more than **one** sweet grain/bread breakfast item and no more than **one** sweet grain/bread snack item may be served per week (not to exceed two sweet items per week). Please note: Regardless of how many different types of snacks you offer (i.e. AM snack, PM snack, and LN snack) your CACFP menu must not contain more than one sweet grain/bread snack item per week.

- Only ready-to-eat breakfast cereals containing 10 grams of sugar or less per serving as stated on the Nutrition Facts label are allowed (cereals with more than 10 grams of sugar per serving cannot be considered sweet grain/bread foods).
- Breakfast cereals are creditable if the ingredient statement shows that the primary grain ingredient is whole grain, enriched flour, bran or germ.

Meat/meat alternate

- Processed meats such as bacon, sausage, hot dogs, and cold cuts must not be served more than twice a month.
- Commercially processed combination foods (convenience entrees – frozen or canned) must have a CN label or product fact sheet from the manufacturer stating the food component contribution to the meal pattern.

Attachment 2

Approved Selected Cycle Menu

Institution must remove blank page and insert Approved Cycle Menu
See pages A1

Attachment 3

Exhibit A – Grains/Breads Requirement

The Caterer shall purchase and provide foods according to the following food specifications and Cycle Menu, Attachment 2. Contract price shall include price of food (including condiments), milk, disposable meal service products, packaging, utensils, preparation and transportation. The Caterer shall not be paid for unauthorized menu changes, incomplete meals, or meals not delivered within the specified delivery time period.

The Caterer must ensure that meals are delivered in packaging suitable for maintaining meals in accordance with local health standards. Containers and overlays must have airtight closures, be of non-toxic material, and be capable of maintaining internal temperatures of hot food at or above 135°F and cold foods at or below 41°F.

Menu substitutions shall be made for emergency circumstances only and must be documented by the Caterer. The Caterer shall inform the Institution or facility of menu substitutions prior to delivery.

A designee(s) of the Institution or facility shall ensure adequacy of delivery and meals, and verify food temperatures, before signing the delivery ticket. Date and time of delivery shall be noted and any **cold** food product delivered at or above 42°F or any **hot** food product delivered at or below 134°F will not be accepted.

The Caterer shall maintain records supported by delivery tickets, purchase orders, invoices, production records for this contract or other evidence for inspection and reference to support payments, and claims. These records shall also include cooking temperature and holding temperature logs, storage and transportation temperature logs of all foods catered to the Institution and/or facilities.

Grains/Breads Requirement for Child Care Food Program

Refer to *A Guide to Crediting Foods* regarding criteria for determining acceptable Grains/Breads and minimum serving sizes.

Exhibit A -- Grains/Breads for the Food Based Alternatives on the Child Nutrition Programs¹

Group A	Minimum Serving Size for Group A
Bread Type Coating Bread Sticks (hard) Chow Mein Noodles Crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) note: weights apply to bread in stuffing	1 serving = 20 gm or 0.7 oz. ¾ serving = 15 gm or 0.5 oz. ½ serving = 10 gm or 0.4 oz. ¼ serving = 5 gm or 0.2 oz.
Group B	Minimum Serving Size for Group B
Bagels Batter Type Coating Biscuits Breads (white, wheat, whole wheat, French, Italian) Buns (hamburger and hot dog) Crackers (graham crackers - all shapes, animal crackers) Egg Roll Skins, Won Ton Wrappers English Muffins Pita Bread (white, wheat, whole wheat) Pizza Crust Pretzels (soft) Rolls (white, wheat, whole wheat, potato) Tortillas (wheat or corn) Tortilla Chips (enriched or whole grain) Taco Shells	1 serving = 25 gm or 0.9 oz. ¾ serving = 19 gm or 0.7 oz. ½ serving = 13 gm or 0.5 oz. ¼ serving = 6 gm or 0.2 oz.
Group C	Minimum Serving Sizes for Group C
Cookies ² (plain) Cornbread Corn Muffins Croissants Pancakes Pie Crust (dessert pies ² , fruit turnovers ³ , and meat meat/alternate pies) Waffles	1 serving = 31 gm or 1.1 oz. ¾ serving = 23 gm or 0.8 oz. ½ serving = 16 gm or 0.6 oz. ¼ serving = 8 gm or 0.3 oz.

1. Some of the following foods or their accompaniments may contain more sugar, salt and/or fat than others. This should be a consideration when deciding how often to serve them.
2. Allowed only for supplements (snacks) served under the CACFP.
3. Allowed only for supplements (snacks) served under the CACFP and for breakfasts served under the CACFP.
4. Refer to program regulations for the appropriate serving size for snacks and meals served to children ages 1 through 5 in the CACFP. Breakfast cereals are traditionally served as a breakfast item but may be served in meals other than breakfast.

Note: Cornmeal and corn flour and products using cornmeal and corn flour such as tortillas, tortilla chips, taco shells, cornbread, and corn muffins must include the words “whole” or “enriched” on the product label.

Exhibit A Continued

Group D	Minimum Serving Size for Group D
Doughnuts ³ (cake and yeast raised, unfrosted) Granola Bars ³ (plain) Muffins/Quick Breads (all except corn) Sweet Roll ³ (unfrosted) Toaster Pastry ³ (unfrosted)	1 serving = 50 gm or 1.8 oz. ¾ serving = 38 gm or 1.3 oz. ½ serving = 25 gm or 0.9 oz. ¼ serving = 13 gm or 0.5 oz.
Group E	Minimum Serving Size for Group E
Cookies ² (with nuts, raisins, chocolate pieces, and/or fruit purees) Doughnuts ³ (cake and yeast raised, frosted, or glazed) French Toast Grain Fruit Bars ³ Granola Bars ³ (with nuts, raisins, chocolate pieces, and/or fruit) Sweet Rolls ³ (frosted) Toaster Pastry (frosted)	1 serving = 63 gm or 2.2 oz. ¾ serving = 47 gm or 1.7 oz. ½ serving = 31 gm or 1.1 oz. ¼ serving = 16 gm or 0.6 oz.
Group F	Minimum Serving Size for Group F
Cake ² (plain, unfrosted) Coffee Cake ³	1 serving = 75 gm or 2.7 oz. ¾ serving = 56 gm or 2.0 oz. ½ serving = 38 gm or 1.3 oz. ¼ serving = 19 gm or 0.7 oz.
Group G	Minimum Serving Size for Group G
Brownies ² (plain) Cake ² (all varieties, frosted)	1 serving = 115 gm or 4 oz. ¾ serving = 86 gm or 3 oz. ½ serving = 58 gm or 2 oz. ¼ serving = 29 gm or 1 oz.
Group H	Minimum Serving Size for Group H
Barley Breakfast Cereals ⁴ (cooked) Bulgur or Cracked Wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice (enriched white or brown)	1 serving = ½ cup cooked (or 25 gm dry)
Group I	Minimum Serving Size for Group I
Ready to eat breakfast cereal ⁴ (cold, dry)	1 serving = ¾ cup or 1 oz, whichever is less

1. Some of the following foods or their accompaniments may contain more sugar, salt and/or fat than others. This should be a consideration when deciding how often to serve them.
2. Allowed only for supplements (snacks) served under the CACFP.
3. Allowed only for supplements (snacks) served under the CACFP and for breakfasts served under the CACFP.
4. Refer to program regulations for the appropriate serving size for snacks and meals served to children ages 1 through 5 in the CCFP. Breakfast cereals are traditionally served as a breakfast item but may be served in meals other than breakfast.

Note: Only ready-to-eat breakfast cereals with 10 grams of sugar or less per serving as stated on the Nutrition Facts label on the cereal box are allowed under the CACFP.

Attachment 4

CACFP “Boxed Lunches” Menus

Below are five “box lunch” menus when requested by the Institution for field trips; the menus shall be rotated.

Menu One	Peanut butter and jelly sandwich Yogurt Carrot sticks Apple wedges Milk (1 Tbsp. peanut butter plus 4 oz. yogurt = 1-5 year old mt/mt alt. requirement; 1 Tbsp. peanut butter plus 6 oz. yogurt = 6-12 year old mt/mt alt. or 2 Tbsp. peanut butter plus 4 oz. yogurt = 6-12 year old mt/mt alt.)
Menu Two	Chicken pita (1 oz. chopped boneless chicken, ½ oz. cheddar cheese and ¼ cup lettuce in whole wheat pita pocket – increase cheese to 1 oz for 6-12 year olds) Seasonal fresh fruit Celery sticks 100% whole grain or 100% multi-grain tortilla chips Milk
Menu Three	Turkey and cheese sandwich on whole wheat bread Mayo/mustard Sliced cucumber and tomato Mixed fruit cup Milk
Menu Four	Ham and cheese sandwich on whole wheat bread Mayo/mustard Carrot and celery sticks Orange wedges Milk
Menu Five	Tuna salad on bun Broccoli florets Sliced peaches Pretzels Milk

Attachment 5

Meal Services to be Provided

- 1) Circle one: The Institution or Facility request meals to be: Delivered or Pick-up at _____.
(Time)
- 2) **The Institution must select meal types and how food items shall be delivered by checking the appropriate boxes.** Note: Breakfast, Lunch and Supper ***must*** include milk. Snack may include milk according to cycle menu selected.

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Breakfast
<input type="checkbox"/> Bulk
<input type="checkbox"/> Unitized | <input type="checkbox"/> Lunch
<input type="checkbox"/> Bulk
<input type="checkbox"/> Unitized | <input type="checkbox"/> Snack
<input type="checkbox"/> Bulk
<input type="checkbox"/> Unitized | <input type="checkbox"/> Supper
<input type="checkbox"/> Bulk
<input type="checkbox"/> Unitized |
|---|---|---|--|

- 3) Will the center or caterer provide milk? _____. If center provides milk, proceed to question 3. If caterer provides milk, continue with question 2. **The Institution must select milk type(s) and size(s) of milk container(s) to be delivered.** Note: Between a child's first and second birthday, whole milk is highly recommended. After a child's second birthday, 1% or fat free (skim) milk is required. **Note: Contract price must include the price of milk to be included with program meals. The Caterer must charge separately should additional milk be requested by the Institution outside the scope of this contract.**

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Lowfat (1%)
<input type="checkbox"/> Gallon
<input type="checkbox"/> Half-gallon
<input type="checkbox"/> Individual 8 oz. cartons
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Fat free (skim)
<input type="checkbox"/> Gallon
<input type="checkbox"/> Half-gallon
<input type="checkbox"/> Individual 8 oz. cartons
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Flavored Lowfat (1%) or fat free (skim) flavored milk
<input type="checkbox"/> Gallon
<input type="checkbox"/> Half-gallon
<input type="checkbox"/> Individual 8 oz. cartons
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Whole
<input type="checkbox"/> Gallon
<input type="checkbox"/> Half-gallon
<input type="checkbox"/> Individual 8 oz. cartons
<input type="checkbox"/> Other: _____ |
|--|--|--|--|

- 4) **The Institution must check below if the Caterer shall deliver sandwich foods in bulk or pre-assembled. The Institution or facility must be authorized to assemble sandwiches onsite and have adequate storage space to hold sandwiches at proper temperatures.**

- | | |
|---|--|
| <input type="checkbox"/> Bulk , Prefer the Caterer to deliver sandwich foods separately in bulk. | <input type="checkbox"/> Pre-assembled , Prefer the Caterer to deliver sandwiches pre-made. |
|---|--|

- 5) **The Institution must check below if the Caterer shall supply disposable meal service products.** Note: See minimum paper product specifications below. **Note: Contract price must include the price of disposable meal service products when the "yes" box below is checked. The Caterer may charge separately should additional quantities of disposable meal service products be requested by the Institution outside the scope of this contract.**

- | | |
|---|---|
| <input type="checkbox"/> Yes , Caterer must supply disposable meal service products. | <input type="checkbox"/> No , Caterer not required to supply disposable meal service products. |
|---|---|

Minimum Disposable Meal Service Products:

- Note: If the Institution or Facility requests the caterer supply disposable meal service products, Institution or Facility must indicate in the box specific items and sizes to be supplied.

List disposable meal service products caterer will be supplying:

- 6) **The Institution must check below if the Caterer shall supply with each delivery, clean serving utensils (scoops and/or ladles and/or measuring-serving spoons of standard sizes, disposable or stainless) to ensure appropriate serving size of foods as specified by the Child and Adult Care Food Program Meal Pattern or Adults, Attachments 1 and the Cycle Menu, Attachment 2.**

- | | |
|---|---|
| <input type="checkbox"/> Yes , Caterer must supply serving utensils. | <input type="checkbox"/> No , Caterer not required to supply serving utensils. |
|---|---|

Attachment 6 **Delivery Schedule**

To be completed by the Institution (*in ink and retain copy*) prior to execution of the Standard Catering Contract and provided to the Caterer.
(Make additional copies if needed.)

Note: The Institution must delete or add Facilities at least one week prior to the required date of service. The Delivery Schedule or other written notice must be used to add or delete facilities.

Institution or Facility	Address	Telephone No.	Contact Person	Type of Meal* & Estimated Total No. Needed Per Day	Desired Delivery Time(s)

*B = Breakfast, L = Lunch, S = Supper, MS = Morning Snack, AS = Afternoon Snack, ES = Evening Snack

Attachment 7

Price Schedule

The Institution must complete columns 1 & 2 (*in ink and retain copy*) prior to obtaining price quotes from selected caterers. Caterer must complete remainder of form and return with price quote by date and time specified by the Institution.

Name of Institution: _____ CACFP CNIPS ID: _____				
Attachment 2 Cycle Menu Selected: _____				
Type of Meal per Contract Specifications	Estimated Total No. of Meals per Day 1	Estimated No. of Serving Days per Year 2	Unit Price per Meal 3	Total Price 4
Breakfast				
Lunch				
Supper				
AM Snack				
PM Snack				
"Boxed" Lunches				
Note: "Boxed" lunches may be requested by the Institution for field trips. Institution must keep documentation of field trip and menu served.				
Grand Total 5				

By affixing my signature on this quote, I hereby state that I have read all contract terms, conditions and specifications and agree to all terms, and conditions, provisions, and specifications. I certify that I will provide and deliver to the location(s) specified in the contract.

Caterer Company Name: _____

Authorized Caterer Representative: _____
(Signature) (Date)

Name and Title: _____
(Print or Type)

Attachment 8

Caterer Conflict of Interest Questionnaire

The authorized **Caterer** representative must complete this attachment.

	Yes	No
1. Do you, your immediate family, or business partner have financial or other interests in the Institution of which you are submitting this contract?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have gratuities, favors or anything of monetary value been offered to you or accepted by you from the Institution?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been employed with the Institution within the last 24 months?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you plan to obtain a financial interest, e.g. stock, in the Institution?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you plan to seek or accept future employment with the Institution?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there any other conditions which may cause a conflict of interest?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of the above questions, please provide a written explanation of your answer.

[illegible]

I declare that the above questions are answered truthfully and to the best of my knowledge.

Signature of Authorized Caterer Representative

Date _____

Attachment 9

Institution Conflict of Interest Questionnaire

The authorized ***Institution*** representative must complete this attachment.

	Yes	No
1. Do you, your immediate family, or business partner have financial or other interests in any of the potential caterers submitting this contract?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have gratuities, favors or anything of monetary value been offered to you or accepted by you from any of the potential caterers?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been employed by any of the potential caterers within the last 24 months?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you plan to obtain a financial interest, e.g. stock, in any of the potential caterers.?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you plan to seek or accept future employment with any of the potential caterers?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there any other conditions which may cause a conflict of interest?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of the above questions, please provide a written explanation of your answer.

[illegible]

I declare that the above questions are answered truthfully and to the best of my knowledge.

Signature of Authorized Institution Representative

Date _____

Attachment 10

Catered Meal Order Change Form

When making changes to the number of catered meals ordered, the Institution must complete the meal change form below and fax to the Caterer by 5:00 p.m. two days prior to delivery. The Caterer will confirm the requested change(s) with a return fax to the Institution. **Please note: This form is to be used for changing the number of meals ordered only. Meal type must be based on the initial or original contract Price Schedule.**

Institution Name: _____
(CACFP CNIPS ID)

Facility: _____

Facility Address: _____

Caterer Name: _____
(Fax No.)

Authorized Institution Representative: _____
(Signature) (Date)

Meal Type	Current Total No. of Meals Ordered per Day	Change Total No. of Meals Ordered To:	Time Period (Please designate "until further notice" or with specific dates)
Breakfast			
Lunch			
Supper			
AM Snack			
PM Snack			

Caterer received date: _____

Effective change date: _____

Attachment 11

Bidder Acknowledgement Form

This section to be completed by the Institution or Facility:

Submit Bids To:	
	(Name of Institution/Facility) (CNIPS ID)
	(Contact Name) (Phone No.)
	(Street Address)
	(Mailing Address)
Bids Will Be Opened:	
	(Date) (Time) <i>Bids will not be accepted after such date and time.</i>

This section to be completed by the Caterer:

Caterer Name:	
Caterer Mailing Address: (Street and mailing)	
Caterer Phone Number: (Area Code and number, include toll free if applicable)	

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the caterer and that the caterer is in compliance with all requirements of the Invitation to Bid, including but not limited to, certification requirements.

Authorized Caterer Signature

Title

Date

Print Name and Title

Attachment 12

Certificate of Independent Price Determination

Both the Institution or Facility and the Caterer (bidder) shall execute this Certificate of Independent Price Determination.

Name of Institution/Facility

Name of Caterer

- A. By submission of this offer, the bidder certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this Invitation to Bid:
- 1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening of this advertised bid directly or indirectly to any other bidder or to any competitor; and
 - 3) No attempt has been made or will be made by the bidder to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.
- B. Each person signing this offer on behalf of the Caterer certifies that:
- 1) He or she is the person in the Caterer's organization responsible for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A. 1) through A. 3) above; or
 - 2) He or she is not the person in the Caterer's organization responsible for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to A. 1) through A. 3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A. 1) through A. 3) above.

In accepting this offer, the Institution certifies that no representative of the Institution has taken any action which may have jeopardized the independence of the offer referred to above.

Signature of Authorized ***Institution or Facility*** Representative

Title

Date

To the best of my knowledge, this Caterer, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

Signature of Authorized ***Caterer*** Representative

Title

Date

Note: Accepting a bidder's offer does not constitute award of the contract.

Attachment 2 Cycle Menu A

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week One</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Breakfast	(C)Pears Bran Flakes Cereal Milk	100 % Grape Juice Cinnamon Toast (whole wheat bread) Milk	(FR) Orange Wedges Cheerios Cereal Milk	Seasonal Fresh Fruit Whole Wheat English Muffin Margarine Milk	Cinnamon Apples French Toast Milk
Lunch/ Supper	Sliced Ham Whole Wheat Roll Margarine (F)Mixed Vegetables Applesauce Milk	Sloppy Joe on Whole Grain Bun Baked Sweet Potato Fries (C)Tropical Mixed Fruit Milk	Oven Fried Chicken Bread Slice Mashed Potatoes (F)Steamed Broccoli Milk	*Breaded Fish Ketchup Whole Wheat Roll (F)Peas & Carrots (C)Fruit Cocktail Milk	*Salisbury Steak With Gravy Brown Rice (C)Green Beans (C)Fruit Salad Milk
Snack	Animal Crackers (C) Pineapple	Yogurt Flavored 4 oz cup (C) Peaches	Whole Grain Crackers (FR)Cucumber/Carrot Lowfat Ranch Dressing	Whole Grain Crackers Peanut Butter OR String Cheese Milk	Oatmeal Cookies Milk

*Requires a Child Nutrition (CN) Label if not HOMEMADE. Center is responsible for ensuring CN Label products. Caterer and Center shall maintain copies of CN Labels on file.

When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: Water is NOT a creditable food item)

Effective FFY 2014 (10-01-2013)

Serv. = serving; mt/mt alt. = meat/meat alternate; brd. = bread; veg. = vegetable; F= Frozen; C = Canned; FR= Fresh

Cycle Menu A (Continued)

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week Two</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<i>Breakfast</i>	(C) Pineapple Tidbits Kix Cereal Milk	(FR) Cantaloupe Cubes Pancakes Syrup Milk	100% Orange Juice Whole Wheat English Muffin Margarine and Jelly Milk	Banana Life Cereal Milk	(C)Mandarin Oranges Whole Wheat Bagel Peanut Butter OR Jelly Milk
Lunch/ Supper	*Beef Stew(carrots and potatoes) Cornbread (C)Fruit Cocktail Milk	*Chicken Nuggets Barbecue Sauce Whole Grain Roll (F)Lima Beans Applesauce Milk	*Beef Ravioli Italian Bread Lettuce Salad (Tomatoes, Cucumber) Lowfat Ranch Dressing (C)Pears Milk	Ham & Cheese Sandwich (Whole wheat bread) Mustard, Lowfat Mayo Lettuce, Tomato, Pickle (F)Broccoli (C)Tropical Mixed Fruit Milk	Chicken & Rice Whole Grain Roll Margarine (F)Carrots (C)Peaches Milk
Snack	Granola Bar Milk	(FR)Celery Sticks and lowfat ranch dressing Plain Graham Crackers	Whole Grain Crackers Cheese Slice	Whole Grain Blueberry Muffin Milk	<i>Sliced Cheese</i> <i>(FR)Apple Wedges</i>

*Requires a Child Nutrition (CN) Label if not HOMEMADE. Center is responsible for ensuring CN Label products. Caterer and Center shall maintain copies of CN Labels on file.

When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: Water is NOT a creditable food item)

Effective FFY 2014 (10-01-2013)

Serv. = serving; mt/mt alt. = meat/meat alternate; brd. = bread; veg. = vegetable; F= Frozen; C = Canned; FR= Fresh

Cycle Menu A (Continued)

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week Three</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<i>Breakfast</i>	(C)Peaches Blueberry Muffin Milk	(C) Pineapple Tidbits Wheat Chex Cereal Milk	Applesauce French Toast (whole wheat bread) syrup Milk	100 %Apple Juice Whole Grain English Muffin Peanut Butter OR Jelly Milk	Seasonal Fresh Fruit Biscuit margarine Milk
Lunch/ Supper	*Breaded Pork Patty Gravy Whole Grain Roll Margarine (F)Broccoli (C)Mandarin Oranges Milk	*Veggie Burger Whole Wheat Bun Mustard, Ketchup, Lowfat Mayo Lettuce, Tomato, Pickle Tater Tots (C)Fruit Cocktail Milk	Turkey & Cheese Sandwich (Whole grain bread) Lowfat Mayo and/or Mustard (C)Green Beans Banana Milk	Spaghetti & Meat Sauce (with Ground Turkey or Beef and whole grain noodles) Garlic Bread Tossed Salad (Lettuce, Tomato, Cucumber) Lowfat ranch Dressing (C)Pears Milk	*Fish Sticks Ketchup Cornbread (F)Peas and Carrots Apple slices Milk
Snack	Whole Grain Pita Bread Cheese Slice	Animal Crackers Yogurt Flavored 4 oz cup	Fresh Broccoli and Cauliflower Florets Lowfat Ranch Dressing Whole Grain Crackers	Graham Crackers (F)Orange Slices	Whole Grain Crackers Milk

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When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: Water is NOT a creditable food item)

Effective FFY 2014 (10-01-2013)

Serv. = serving; mt/mt alt. = meat/meat alternate; brd. = bread; veg. = vegetable; F= Frozen; C = Canned; FR= Fresh

Cycle Menu A (Continued)

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week Four</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Breakfast	100% Apple Juice Multi Grain Cheerios Milk	(FR) Fruit Salad Whole Wheat Bagel <i>Cream Cheese</i> Milk	Cinnamon Apples Waffles (Whole grain) Milk	Banana Shredded Wheat Cereal Milk	(C)Mandarin Oranges Whole Grain English Muffin <i>Margarine and Jelly</i> Milk
Lunch/ Supper	Turkey Roast Whole Wheat Roll <i>Margarine</i> (F)Green Peas (C)Tropical Mixed Fruit Milk	*Chicken Strips Whole Wheat Bread Mashed Potatoes (C)Green Beans Milk	*Beef and Bean Burrito(tortilla) Lettuce Salad w/Tomato <i>Lowfat Ranch Dressing</i> (FR)Orange Wedges Milk	Tuna Salad Sandwich on Whole Wheat Bread (F)Steamed Baby Carrots (FR)Apple Wedges Milk	*Pizza (Whole grain crust) (C)Corn (C) Fruit Cocktail Milk
Snack	Plain Graham Crackers (C) Pears	(FR)Celery Sticks <i>Ranch Dressing</i> Whole Grain Crackers	Yogurt <i>Flavored 4 oz cup</i> (C)Peaches	Whole Grain Crackers Cheese Slice	Peanut Butter & Jelly Sandwich (Whole wheat bread) Milk

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When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: Water is NOT a creditable food item)

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Cycle Menu A (Continued)

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week Five</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<i>Breakfast</i>	(C)Mandarin Oranges English Muffin <i>Margarine and Jelly</i> Milk	(C)Pears Whole Wheat Toast Milk	(C)Tropical Mixed Fruit Wheat Chex Cereal Milk	Cinnamon Apples Pancakes (whole grain) Milk	100% Orange Juice Whole Wheat Bagel <i>Cream Cheese</i> Milk
Lunch/ Supper	Meatloaf <i>Ketchup</i> Whole Grain Roll <i>Margarine</i> Mashed Potatoes Applesauce Milk	Navy Beans Collard Greens Cornbread (C)Collard Greens (C)Pineapple Tidbits Milk	*Beefaroni (F)Peas & Carrots Seasonal Fresh Fruit Milk	*Chicken and Dumplings (C)Green Beans (FR)Cantaloupe Milk	Barbecue Pork Whole Grain Bun Cole Slaw (C)Fruit Cocktail Milk
Snack	(C)Peaches Milk	Turkey Slices Whole Grain Bread <i>Lowfat mayo and/or mustard</i>	Cheese Slice (FR) Orange Wedges	Hard Boiled Egg (1/2 egg) Saltine Crackers	Yogurt <i>Flavored 4 oz cup</i> (FR) Strawberries

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When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: Water is NOT a creditable food item)

Effective FFY 2014 (10-01-2013)

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Cycle Menu B

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid. Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week One</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Breakfast	(C)Pineapple Tidbits Banana Muffin Milk	(C)Pears Cornflakes Cereal Milk	(FR)Apple Slices Whole Wheat Bagel <i>Cream Cheese</i> Milk	100% Orange Juice Bran Flakes Cereal Milk	Banana Whole Wheat French Toast/Syrup Milk
Lunch/ Supper	Ham Whole Wheat Roll <i>Margarine</i> (C)Green Beans Applesauce Milk	*Lasagna (with Ground Turkey or Beef) Italian Bread Tossed Salad (Lettuce, Tomato, Cucumber) <i>Lowfat Ranch Dressing</i> Fresh Orange Slices Milk	Pinto Beans Cornbread (F)Peas & Carrots (C)Peaches Milk	*Breaded Fish <i>Ketchup</i> WW Roll (F)Broccoli (FR)Fruit Salad Milk	Tacos (with Soft Whole Grain Tortilla, Ground Turkey or Beef) Shredded Cheese Shredded Lettuce and Diced Tomato <i>Mild Salsa</i> Mexican Corn Seasonal Fresh Fruit Milk
Snack	Oatmeal Cookie Milk	Whole Grain Crackers Tuna Salad	Celery Sticks Peanut Butter OR Lowfat ranch dressing Plain Graham Crackers	Pretzels (soft or thin) Milk	Yogurt <i>Flavored 4 oz cup</i> (C) Fruit Cocktail

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Cycle Menu B (Continued)

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week Two</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Breakfast	Cinnamon Apples Whole Wheat Toast Margarine Milk	Fresh Orange Wedges Cheerios Cereal Milk	100% Apple Juice Biscuit Margarine OR Jelly Milk	Whole Grain English Muffin Margarine (C)Mandarin Oranges Milk	Seasonal Fresh Fruit Kix Cereal Milk
Lunch/ Supper	*Chicken Nuggets Barbecue Sauce Whole Wheat Roll Mashed Potatoes (C)Tropical Mixed Fruit Milk	*Ravioli Garlic Bread (1 slice) (C)Green Peas (C)Pears Milk	*Chicken & Noodles Corn Bread (C)Peas (C)Peaches Milk	Cheeseburger on Whole Wheat Bun Mustard, Lowfat Mayo, & Ketchup Lettuce, Tomato, Pickle Baked Sweet Potato Fries Banana Milk	Sliced Ham & Cheese Sandwich (whole grain bread)Mustard, Lowfat Mayo Lettuce, Tomato & Pickle Fresh Broccoli (C)Fruit Cocktail Milk
Snack	Plain Graham Crackers Milk	Whole Grain Muffin Applesauce	Peanut Butter & Jelly Sandwich (Whole wheat bread) Milk	Yogurt Flavored 4 oz cup (C)Pineapple Tidbits	String Cheese (FR)Carrots

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When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: Water is NOT a creditable food item)

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Cycle Menu B (Continued)

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week Three</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Breakfast	(C)Mandarin Oranges Crispy Rice Cereal Milk	(C)Fruit Cocktail Whole Grain English Muffin/Peanut Butter OR Jelly Milk	Fresh Cantaloupe Cubes Life Cereal Milk	Banana Whole Grain Waffle Syrup Milk	Seasonal Fresh Fruit Whole Wheat English Muffin Milk
Lunch/ Supper	Sloppy Joe Whole Grain Bun (F)Mixed Vegetables (C)Peaches Milk	Turkey and Cheese Sandwich on Whole Wheat Bread Lowfat Mayo & Mustard (FR) Bell Pepper Strips (FR) Pineapple Milk	Barbecue Chicken Brown Rice (C)Green Beans (C)Pears Milk	Spaghetti & Meat Sauce (with Ground Turkey or Beef and whole grain noodles) Italian Bread Lettuce Salad with tomatoes and cucumbers Lowfat Ranch Dressing Applesauce Milk	Chicken Nuggets Bowtie Pasta (F)Peas & Carrots Bananas Milk
Snack	Granola Bar Milk	Whole Grain Crackers 100% Orange Juice	(FR)Apple Slices Yogurt Flavored 4 oz cup	Cheese Slice Soft Whole Wheat Tortilla	Fresh Broccoli and Cauliflower Florets Lowfat ranch dressing Whole grain Crackers

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When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: Water is NOT a creditable food item)

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Cycle Menu B (Continued)

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between a child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week Four</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Breakfast	100 %Orange Juice Wheat Chex Cereal Milk	(C)Pears Blueberry Muffin Milk	Fresh Orange Wedges Whole Wheat French Toast/Syrup Milk	Fresh Apple Slices Whole Grain Bagel <i>Peanut butter OR jelly</i> Milk	Hash Brown Potatoes Biscuit Jelly or margarine Milk
Lunch/ Supper	*Breaded Pork Patty/Gravy Biscuit (F)Lima Beans (C)Tropical Mixed Fruit Milk	*Turkey Tetrazzini Whole Wheat Roll <i>Margarine</i> (F)Broccoli (C)Pineapple Tidbits Milk	Hamburger Patty with Cheese Bun Lettuce, Tomato, Pickle <i>Mustard & Ketchup</i> Baked Beans (C)Peaches Milk	*Chicken and Vegetable Stir Fry(Broccoli) Brown Rice Banana Milk	*Fish Sticks <i>Ketchup</i> Whole Wheat Roll (C)Green Beans Baked Sweet Potato Fries Milk
Snack	Whole Grain Fish Shaped Crackers Applesauce	Soft Whole Wheat Tortilla Cheese Slice	Yogurt <i>Flavored 4 oz cup</i> Plain Graham Crackers	Fresh Green/Red Pepper Strips Lowfat ranch dressing Animal crackers	Turkey (Cubed or sliced) Whole Grain Crackers

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When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: Water is NOT a creditable food. Serv. = serving; mt/mt alt. = meat/meat alternate; brd. = bread; veg. = vegetable; F= Frozen; C = Canned; FR= Fresh

Cycle Menu B (Continued)

Refer to the Child and Adult Care Food Program Meal Pattern when planning portion sizes for age groups specified in this bid.

Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Between child's first and second birthday, whole milk is strongly recommended. After age 2, it is required that lowfat (1%) or fat free milk be served.

<u>Week</u> <u>Five</u>	<u>Monday</u>	Tuesday	Wednesday	Thursday	Friday
<i>Breakfast</i>	Banana Cheerios Milk	Applesauce Cinnamon Toast (whole wheat bread) Milk	(C)Peaches English Muffin <i>Peanut butter OR Jelly</i> Milk	Fresh Cantaloupe Cubes Whole Wheat Toast <i>Jelly & Margarine</i> Milk	Banana Whole Grain Waffles <u>Syrup</u> Milk
Lunch/ Supper	Turkey Roast Whole Wheat Roll <i>Margarine</i> Mashed Potatoes (C)Mixed Vegetables Milk	Navy Beans Macaroni & Cheese Cornbread (F)Broccoli (C)Pineapple Tidbits Milk	*Chicken Strips Whole Wheat Soft Tortilla (C)Green Beans (C)Fruit Cocktail Milk	* <i>Salisbury Steak Gravy</i> Whole Wheat Roll <i>Margarine</i> Peas (FR)Apple Slices Milk	*Pizza (whole grain crust) (F)Corn (C)Peaches Milk
Snack	Oatmeal Cookie Milk	Whole Grain Pita Bread Cheese Slice	Yogurt <i>Flavored 4 oz cup</i> Fresh Orange Wedges	Whole Grain Crackers Fresh Broccoli Florets <i>Lowfat Ranch Dressing</i>	Granola Bar Milk

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Kentucky Child and Adult Care Food Program Daily Delivery Receipt for Catered Meals

Name of School District Food Service _____ Name of Center Receiving Delivery _____
 Address _____ Address _____
 Date of Delivery ____/____/____ Time of Delivery ____:____ am or pm

Component	Components Delivered	Meal Type/Age	Total No. of Meals Delivered
Milk	Circle one: Unitized Bulk N/A	Breakfast	
Meat/Meat Alternate		Lunch	
Fruit or Vegetable		Supper	
Fruit or Vegetable		AM Snack	
Grain		PM Snack	
Condiments/Extras			

Grand Total of Meals _____

Print Name of Individual Delivering _____ Signature of Individual Delivering _____

Print Name of Individual Receiving _____ Signature of Individual Receiving _____

***The caterer, center and sponsoring organization(if applicable)should all maintain a copy on file of each delivery receipt.**

Kentucky Child and Adult Care Food Program Daily Delivery Receipt for Catered Meals

Name of School District Food Service _____ Name of Center Receiving Delivery _____
 Address _____ Address _____
 Date of Delivery ____/____/____ Time of Delivery ____:____ am or pm

Component	Components Delivered	Meal Type/Age	Total No. of Meals Delivered
Milk	Circle one: Unitized Bulk N/A	Breakfast	
Meat/Meat Alternate		Lunch	
Fruit or Vegetable		Supper	
Fruit or Vegetable		AM Snack	
Grain		PM Snack	
Condiments/Extras			

Grand Total of Meals _____

Print Name of Individual Delivering _____ Signature of Individual Delivering _____

Print Name of Individual Receiving _____ Signature of Individual Receiving _____

***The caterer, center and sponsoring organization(if applicable)should all maintain a copy on file of each delivery receipt.**